

## HEALTH AND SAFETY DUTIES

To clarify the roles and responsibilities for health and safety, the following duties have been allocated to nominated employees and must be carried out, or as delegated:-

### Managing Director's Duties

- Review health and safety policy
- Review company arrangements
- Monitor application of health and safety policy
- Co-ordinate all health and safety activities
- Liaise with clients and contractors
- Ensure that method statements and RISK/COSHH assessments are carried out by management
- Notify HSE of construction works
- Notify HSE, where necessary, of accidents
- Ensure office safety and fire precautions
- Ensure current employer's and public liability insurances are in place
- Set a good personal example by wearing PPE, etc, when visiting site

### Contract Managers/Supervisor's Duties

- Draft health and safety plans (construction phase)
- Monitor application of health and safety policy
- Co-ordinate all health and safety activities
- Liaise with clients and sub-contractors
- Provide and maintain method statements and RISK/COSHH assessments
- Notify HSE of construction works as delegated by Managing Director
- Notify HSE, where necessary, of accidents as delegated by Managing Director
- Provide adequate welfare facilities
- Monitor plant and equipment
- Set a good personal example by wearing PPE, etc., when visiting site.
- Analyse sub-contractors' documentation prior to order
- Ensure health and safety files are up to date and liaise with Planning Supervisor (CDM)
- Carry out monthly audits

### **Site Managers' Duties**

- **Set a good personal example by wearing PPE, etc., when working**
- **Monitor safety of work equipment**
- **Co-ordinate all health and safety activities**
- **Implement day-to-day health and safety procedures**
- **Promote health and safety and good working practices**
- **Report site accidents to Managing Director or person responsible for health and safety matters**
- **Note accidents in accident book and investigate**
- **Liaise with chargehands, foremen and managers on health and safety matters**
- **Provide health and safety induction for operatives**
- **Maintain clean and adequate welfare facilities**
- **Maintain adequate fire prevention and emergency procedures**
- **Monitor waste disposal procedures**
- **Ensure only maintained plant and equipment is used on site.**
- **Ensure competence of users of plant and equipment**
- **Consult employees on health and safety matters**
- **Carry out weekly audits**
- **Carry out RISK/COSHH assessments**
- **Provide and maintain method statements (where required)**
- **Implement method statements and risk assessments**
- **Ensure the correct personal protective equipment is issued and used**
- **Utilise the disciplinary procedures if safety is not adhered to**
- **Ensure workplaces are inspected prior to use**



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**A. P. Rees**

**Group Managing Director**

**Dated: 31<sup>st</sup> January 2018**  
**Next Review: 31<sup>st</sup> January 2019**